

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Revised Annex (Essential Employees) to LI 50-4 (Emergency Situations)

FROM: STAT	P&PS/OL	EXTENSION	NO.	DATE 23 December 1980	STAT
TO: (Officer designation, room number, and building)		DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
RECEIVED	FORWARDED				
1. Chief, P&PS/OL		8123	DM	FYI	
2. <del>████████</del>				FYI	
3. EO/L		30 DEC 1980	EM	FYI	
4. DD/L		30 DEC 1980	D	FYI	
5. D/L		12-30-80	HT	FYI	
6.					
7.					
8. R&SB/OL				For Distribution	12/30
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SUBJECT: Emergency Situations in the Headquarters Area

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1. GENERAL

- a. The purpose of this instruction is to establish within the Office of Logistics (OL) responsibilities and procedures for ensuring essential logistics support for the Headquarters area in emergency situations other than fire and enemy attack. Such situations would include civil disturbances, weather emergencies, and other kinds of natural disasters.
- b. The applicable portions of this instruction will be implemented on order of the Director of Logistics (D/L), or his designee.

2. RESPONSIBILITIES

- a. The Chief, Plans and Programs Staff (P&PS), OL, will:
  - (1) When so ordered, instruct staffs and divisions to implement appropriate portions of this instruction.
  - (2) Coordinate the establishment of priorities and implementing plans within the staffs and divisions.
  - (3) Maintain a current overall roster of "Essential Employees" (Annex A) and disseminate revisions thereto to the staffs and divisions.
- b. The chiefs of staffs and divisions will:
  - (1) Identify essential employees within their elements and instruct such employees in their responsibilities during emergencies.

Unclassified When Detached  
From Annex A

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- (2) Maintain this roster on a current basis and notify the Chief, P&PS/OL, of any changes.
- (3) Prepare plans for continuing in emergency situations the performance of essential functions and ensure their implementation, when so instructed.
- c. The Chief, Security Staff, OL, will:
- (1) Coordinate the establishment of plans and procedures for safeguarding classified material in emergency situations.
- (2) Maintain close liaison with the Office of Security and keep the D/L appropriately informed.
- d. The Chief, Logistics Services Division (LSD), OL, will:
- (1) In coordination with the Offices of Security (OS) and Communications, activate emergency plans for an auxiliary communications system, utilizing to the extent necessary the remote-control points and the radio-equipped vehicles controlled by LSD to assist in providing a capability for essential communications in case of a breakdown in the commercial telephone system.
- (2) Maintain close liaison with all available sources of weather information and keep the D/L appropriately informed.
- (3) Ensure that motor pool vehicles are positioned so that they will be readily accessible for use and least vulnerable to damage from causes arising from the emergency situation.
- (4) Provide limited Government transportation from home to office for the deputy directors and designated key employees.
- (5) Maintain stocks of cots, sleeping bags, sheets, blankets, pillows, pillowcases, and rations throughout the area and provide for issuing them.

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- (6) Provide for the continuation of cafeteria and vending-machine services in Agency-occupied buildings.
- (7) In conjunction with the GSA Buildings Manager, provide for the continuation of utilities services in Agency-occupied buildings. Maintain a roster of the names, addresses, and telephone numbers of the owners and their employees who manage the leased buildings occupied by the Agency.
- (8) During times of emergency, the Office of the Chief, LSD/OL, will be the Logistics Emergency Control Center.
- (9) Activate to the extent necessary any emergency plans for logistics services support from other government, state, county, or commercial organizations.
- (10) To the extent possible, use radio-equipped vehicles for essential courier service, and coordinate plans for courier service with the Physical Security Division, OS, when the risk to classified material is greater than normal.
- (11) Discharge the following responsibilities relating to snow emergencies:
  - (a) Maintain a current list of personnel and equipment available from the Agency, GSA, military activities, state, county, and commercial sources for the removal of snow.
  - (b) Maintain, on a current basis, the list of "Priorities for Snow Removal at Headquarters" (Annex B) and provide the GSA Buildings Manager with a schedule of the priorities by area.
  - (c) Except for the [redacted] coordinate snow removal operations at other Agency-occupied buildings in the area with GSA. STAT

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- (d) Augment GSA's snow-removal capability to the extent necessary by borrowing equipment and operators from Agency or other U.S. Government sources when possible and coordinate the use of such equipment.
- (e) Coordinate the activation of on-call arrangements for snow-removal equipment and operators from commercial sources with GSA.
- e. The Chief, Supply Division, OL, or his designee, will:
- (1) Plan and direct snow-removal operations at the [redacted]
  - (2) Arrange for and utilize commercial concerns for snow removal at the Depot, if necessary, to augment the Depot's in-house capability.
  - (3) Ensure that Depot-controlled snow-removal equipment is ready for use and that drivers and equipment are available to assist in snow-removal operations in the Headquarters area, if required.
  - (4) Prepare and implement plans for operation of the Depot's snack bar.

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[redacted]  
JAMES H. MCDONALD  
DIRECTOR OF LOGISTICS

## 2 Attachments:

- Att 1: Annex A (Essential Employees)  
Att 2: Annex B (Priorities for Snow Removal at Headquarters)

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ANNEX B  
to  
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PRIORITIES FOR SNOW REMOVAL AT HEADQUARTERS

1. Entrance from Route 123 and George Washington Memorial Parkway
2. Perimeter and entrance roads
3. Access road to DCI garage entrance
4. Front and visitor lots
5. Gasoline ramp at powerhouse
6. Access ramp to Printing and Photography Building shipping dock
7. One-half south and north lots - Start at far end (24-hour cars park closest to buildings)
8. North and south loading docks
9. West lot
10. Heliport
11. Northeast entrance lot
12. Southwest entrance lot
13. Balance of north and south lots

NOTES:

1. The Space Maintenance and Facilities Branch, Logistics Services Division, OL, will assign one man at Gate #1 to receive contractor equipment, check contractor names, type of equipment, time in, and instruct contractors where to go.

2. The GSA Buildings Manager, Headquarters Building, will have responsible personnel on extensions [redacted] to manage snow-removal crews.

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3. The GSA Buildings Manager, Headquarters Building, will order all additional contractor equipment, as needed.

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Please attach the revised Annex A (Essential Employees) to  
LI 50-4 dated 4 February 1980.

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